



City of Rochester



Phone (585) 428-6690
Fax (585) 428-7991
TDD/Voice 232-3260

**Department of Parks,
Recreation and Human Services**
Office of Special Events

City Hall, Room 222-B
30 Church Street
Rochester, New York 14614-1277

POLICY FOR PHOTOGRAPHER USE OF CITY HALL ATRIUM

1. Applicant must use a professional photographer from the Rochester/Monroe County area.
2. Atrium use is limited to Saturdays between the hours of 10:00 a.m. and 6:00 p.m. based on availability.
3. Complete an "Application for a Special Event" and submit the required non-refundable **\$20.00 processing fee**. A check or money order should be made payable to "City Treasurer, Rochester, NY". The application process and reservation of atrium will not begin until application and \$20.00 processing fee are received.

Be sure to include:

- a. date and times of requested use.
 - b. number of people in attendance limited to twenty.
Children must be supervised at all times.
 - c. intended purpose (portfolio, wedding photos, etc.)
4. There is a **\$65.00 permit fee** which must be received prior to the issuance of a special event permit for atrium use. A check or money order should be made **payable to "City Treasurer, Rochester, NY"**. The fee covers the cost of required security personnel overtime. This fee is not refundable.
 5. Once the application and fees have been received, review by appropriate departments may begin. Request is not confirmed until special event permit is issued. (signed by the Director of Cultural Affairs).

Call 428-6694 with any questions.

atregs.wpd
11/02

EEO/ADA Employer

